

Revised June 2008

IDAHO STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL (SIEC) TRAVEL GUIDELINES

All travel for SIEC Council members and SIEC staff will be based on what is reasonable and customary and follow the State of Idaho Board of Examiners Policy and Procedures. For the most current information please consult the on-line version found at the site below, click on Idaho State Travel Policies and Procedures:

<http://www.sco.state.id.us/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

SIEC Council member or SIEC staff travel reimbursement requests will be made to the SIEC office following the travel event using the travel reimbursement voucher (the form) found at www.siec.id.gov . The completed form must be approved by the SIEC Chair or his/her designee before processing. Supporting documentation shall be included with the form at the time of submittal. Either mail or fax the form with supporting documentation to:

Dodie Collier
Interoperable Communications Coordinator
Idaho SIEC, Idaho Military Division
4040 Guard St
Boise, ID 83705
Phone: 208.422.5121
Cell: 208.407.6914
Fax: 208.422.6418

Reimbursement can either be done through an agency or to an individual. In order to reimburse an individual, Financial Services will need a W-9 filled out if the individual is not already on STARS. Contact the SIEC office if you need a W-9 faxed to you.

SIEC staff can provide ground transportation for visiting Council members to the meeting location and Boise Airport on the day of the meeting should this be needed. Please contact dcollier@imd.idaho.gov or call 208-407-6914 24 hours in advance of the meeting to make transportation arrangements.